

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

April 16, 2003

**SUBJECT: LOST ORIGINAL TRAFFIC NOTICE TO APPEAR
(CITATIONS) PROCEDURES - REVISED**

PURPOSE: Special Order No. 3, 2002, *Lost Original Traffic Notice To Appear*, states that the Los Angeles Superior Court will not accept a Traffic Notice to Appear, Form 4.50.0, when the original is lost. However, as a result of further negotiations with the Los Angeles Superior Court and legal counsel for the County of Los Angeles, an agreement has been reached to accept a Traffic Notice To Appear (citation) when the original (green) copy has been lost or is otherwise unavailable.

This Order revises the procedure for submitting and filing a Traffic Notice to Appear when the original (green) copy is lost. This Order supersedes Special Order No. 3, 2002.

PROCEDURE:

RESPONSIBILITIES FOR COMPLETION AND TRACKING.

A. Officer's Responsibility. When a Traffic Notice To Appear, Form 4.50.0, has been issued and the original (green) copy is lost or is otherwise unavailable, the citing employee shall:

- * Remove the citation book copy (goldenrod or yellow copy if the book has one) from the citation book and replace it with a photocopy;

Exception: When the original (green) copy has been mistakenly given to the violator, the violator (white) copy shall be submitted instead of the goldenrod copy.

- * Make the following notation on the photocopy:
"Certified To Be A True Copy Of The Original"
X _____;
Sign the photocopy certifying it to be a true copy of the original citation;
- * Submit to his/her supervisor, for review, the goldenrod copy and a completed Employee's Report, Form 15.7, addressed to the Officer-in-Charge, Traffic Court Liaison Unit (TCLU), advising that the original

traffic citation has been lost or is otherwise unavailable; and,

- * When the assigned court date is within thirty days, a completed Notice of Correction and Proof of Service, Form 70-4.07.0 (see attached), shall be attached to the Employee's Report, Form 15.7, and the violator notified as required.

After reviewing the 15.7, the supervisor shall immediately forward the citation and related documentation to the TCLU, at Mail Stop No. 420.

Note: A Traffic Notice To Appear issued for an offense when the commission of the offense is in excess of one year, shall be cancelled in accordance with Section 4/326.10 of the Department Manual.

B. Traffic Court Liaison Unit Responsibility. Upon receipt of the citation and related documentation, the TCLU shall file the goldenrod, yellow, or white copy of the citation and a photocopy with the Los Angeles Superior Court.

AMENDMENT: This Order amends Sections 4/326.10 and 4/326.70 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Special Operations Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**WILLIAM J. BRATTON
Chief of Police**

Attachment

DISTRIBUTION "A"